

**Campus Life and  
Leadership Office**

# **Student Club Success Guide**

## **2018-2019**

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# CAMPUS LIFE

## *& Leadership*

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## LETTER FROM CAMPUS LIFE AND LEADERSHIP

Greetings, Falcons—

Welcome to the 2018-2019 academic year! Each year presents a variety of new opportunities for students to get involved at East Central College (ECC). Using the information in these documents as a guide, I sincerely hope that all of our student leaders are able to take advantage of the diverse opportunities available on campus, as well as create new opportunities to suit their needs and interests.

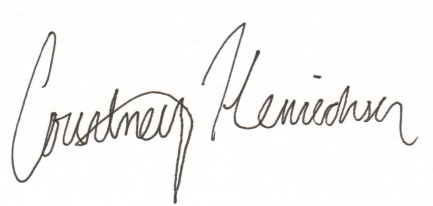
The Campus Life and Leadership Office is eager to help each club continue to grow and develop. Campus Life and Leadership is dedicated to creating an atmosphere where all students can be active participants on our campus and immerse themselves in a positive academic and social environment.

East Central College encourages students to succeed and pursue their passions. Students are always welcome to come to the Campus Life and Leadership Office to talk about starting their own organization. Whether you are interested in starting a club for cooking, environmental issues, fencing, or any number of other hobbies and activities—or creating an event to cater to specific interests—please come talk to me about bringing your ideas to life.

The Student Club Success Guide will act as a resource for new and returning clubs. This guide contains information on the various process required to be recognized and to receive club money from the Student Government Association (SGA) here at East Central College. Planning events, organizing fundraisers, and club renewal are just a few examples of the information you will find in this guide. Please take some time to go through this guide with your club and if any questions arise, feel free to contact me.

Thank you so much for your hard work and dedication to making a positive impact on our campus.

Sincerely,

A handwritten signature in black ink that reads "Courtney Henrichsen". The signature is written in a cursive, flowing style.

Courtney Henrichsen, MSW  
Campus Life and Leadership Coordinator  
East Central College-Main Campus DSSC 104  
636-584-6583  
courtney.henrichsen@eastcentral.edu

## TIPS FOR NEW CLUBS

Formally recognized ECC clubs receive many college benefits, including:

- Use of campus bulletin boards for club advertisements and event promotion
- Use of campus facilities for meetings and events
- Advertisement on "ECC Student Government" and "ECC Campus Life and Leadership" Facebook pages
- Opportunities to host fundraising events
- Opportunities to recruit new members by participating in campus events and club fairs
- Loan of various equipment and supplies from Student Government and Campus Life and Leadership
- Club seed money and advisor stipend
- Club guidance from Student Government and Campus Life and Leadership
- Free print service

If you are interested in starting a club, think about your hobbies, values, and personal interests. More than likely, other students will share your interest and passion. Organizing a club to engage in your favorite hobby or express values that are important to you can be a powerful leadership development experience and an excellent resume entry.

Before you begin to plan your club, check our list of current clubs and organizations to see if one already exists. You can find this list on East Central's Website under the Current Students tab, and then using the Clubs and Organizations navigation button on the left-hand side of the screen. If a similar club or organization does not currently exist, talk to your peers on campus to test out the interest of your idea. Should you find other students would like to join your efforts, start planning together. Please be sure to follow all of the procedures and guidelines listed in this guidebook.

### Officer Duties

Clubs are required to have and maintain at least five active members. Of the five, two members must be assigned the duties of President and Secretary. The same person cannot assume both duties. Clubs must also send a representative to the monthly SGA Club Council meeting, which occurs on the first Thursday of each month at 2:00PM in Hansen Hall 286. The Club Council representative can be a regular member or a club officer.

- **PRESIDENT:** This student is the main point of contact for the club/organization. The president will be responsible for completing all the required application and request forms. The president also sets the agenda and leads the discussion at club meetings.
- **SECRETARY:** The secretary will be responsible for keeping minutes at all club meetings. Copies of the meeting minutes are requested at the end of each semester in order to receive seed money.

- **CLUB REPRESENTATIVE:** This person will attend the Student Government Association Club Council meetings the first Thursday of each month at 2:00PM in Hansen Hall 286. Club representatives should have a brief club report prepared for each meeting and be prepared to relay information from Student Government back to their club. The Club Council representative is designated at the beginning of each semester to the SGA officers and, under normal circumstances, serve as the representative through the semester. The designated Club Council representative will be the voting member on the Club Council should matters requiring a vote arise. However, it is preferred that you send another member to the meeting if the regular club representative is not able to attend.

## **Advisor**

Each club must have an advisor who is employed by East Central College. The advisor maybe either a full- or part-time employee. However, due to payroll constraints, part-time advisors are ineligible for the end of the semester stipend at this time. If you are unsure of who to ask, please contact the Campus Life and Leadership Coordinator for suggestions. Advisors are meant to help guide the club to promote their mission and hold members accountable for their duties. An advisor must be present during club activities if held off-campus or after hours. An advisor is not required to attend club meetings held on campus during normal building hours.

## **Paperwork and Presentation**

Clubs must complete the New Club Application and turn it in to the Campus Life and Leadership Coordinator. When your paperwork is turned in, the SGA President will give your club a spot on the agenda for the next Student Senate meeting. At the SGA Senate meeting, a representative from your club will make a brief presentation (about two minutes) covering the mission and purpose of the club, as well as any ideas about possible events or activities that the club will sponsor. As a formality, the Student Senate will ask the club representative(s) to leave the room while a simple majority vote to approve the club is held. Upon approval, the new club will have an ECC budget created and receive an initial \$100.00 seed money deposit from the SGA club fund. Should the SGA Senate deny to recognize the club, the club must wait until the start of the next semester to propose the club to the SGA Senate again.

## **Recruiting Members**

Once your club is approved, it is time to focus on recruiting more members. The easiest way to recruit is to appeal to a specific group of people who have similar interests rather than broad appeals to the campus population. During your first club meeting, discuss and plan how to advertise the club and promote your visibility. Clubs are permitted to create flyers advertising their meetings. Flyers advertising meetings are limited to the standard 8.5x11 size. Meeting flyers must be approved by the Campus Life and Leadership Coordinator prior to posting. Meeting flyers are prohibited from being posted on the bulletin board near the double doors in the Buescher Hall Lobby and on the Departmental bulletin boards in various locations in Hansen Hall. If you need assistance designing a flyer, please contact the SGA Public Relations Officer.

## **Club Meetings**

Once your club is approved, you can begin holding meetings immediately. The club advisor or Campus Life and Leadership Coordinator will need to complete an online Facilities Room Request ticket in order to reserve a room. Please note that a Facilities request must be done by the advisor or Coordinator. Advisors: the form can be found on the Faculty & Staff page of the ECC website under the Employee Resources tab.

When planning a meeting, keep these factors in mind: Time—When are most of your club members available? You can use a free scheduling program like Doodle or Google Forms to simplify scheduling. Agenda—Setting an agenda will keep your meeting on track and provide additional record of the meeting. Minutes—The club's Secretary should take minutes and keep all club records on file.

## **Events and Activities**

As your club begins to grow, it is time to host an event. Events can be held to raise awareness of your club, recruit new members, fundraise, provide an educational opportunity for your peers, or simply create a fun social environment for our student body. Clubs are required to host one social event per semester.

### **Successful Event Planning**

Decide on a target audience. Students have diverse interests, but try to focus your appeal. Successful events target a specific group of people rather than trying to entertain everyone. As a group, brainstorm and decide upon the audience your event will be targeted to.

Set a date and time for your event. Be sure to research your date and time in an effort not to conflict with other campus events. To check the date, access the website calendar from the top of the ECC home page. Try to maximize your event success by scheduling a date and time that best fits your target audience.

Determine your budget. New clubs will be given a club budget account number and an initial \$100.00 deposit from the SGA Club Fund. This account will be for only your club's use. Students request to use these funds by their contacting their advisor. For new clubs without substantial funds, consider co-hosting an event with another club cost to share the event costs and responsibilities.

Get your event approved. Once you have everything planned, fill out a Club Event Request Form and submit to the Campus Life and Leadership Coordinator for approval.

### **Event Promotion**

Let people know about your event by designing a flyer or a poster. For assistance with marketing materials, please contact the SGA Public Relations Officer. Your event can also be included in the campus-wide Falcon Weekly Activities email. To do so, write an email with a brief description of the event to the Campus Life and Leadership Coordinator. Please include the date, time, location, cost, and a contact email students can write to if they would like additional information. Work to spread the word! Get personal and talk with your fellow students—word of mouth is the most effective way to market for events. Consider asking if your instructor if they would be willing to give you a few minutes to announce your event before or after class.

Note that all flyers and posters for on campus promotion by the Campus and Life and Leadership Coordinator. Off campus marketing must also be approved by the College's Public Relations Office--please allot additional time for this process. Please note that club postings are permitted only on campus-wide bulletin boards and are not to be posted on windows, doors, bathroom stalls, etc. The Buescher Hall bulletin board by the double doors and some of the Hansen Hall boards are reserved for specific departments, so please be mindful while posting your materials. Meeting event flyers are limited to 8.5x11 while event flyers are permitted to be as large as 11x17. Only one flyer per board--no duplicates. Flyers violating these guidelines will be taken down and recycled.

### **Fundraising**

If you need to raise funds for your club's activities or projects, consider hosting a fundraiser. Some fundraisers that have been used in the past include: bake sales, selling candy or ice cream, car washes, drawings (also known as raffles; these have special rules that must be followed, check with the Campus Life and Leadership Coordinator before attempting), dog washes, coin war competitions, and more.

Once your fundraiser has concluded, you will need to deposit your funds to your club budget account. Clubs are encouraged to deposit funds immediately to reduce the chance the funds will be lost or stolen. Pick up a deposit slip from the Campus Life and Leadership Office, fill it out, and drop off your deposit at the Cashier's window in the Buescher Hall Student Services Lobby.

## THE ADVISOR'S ROLE

Being a club advisor at East Central College is a very rewarding experience. The privilege of having strong advisors working with and guiding involved student leaders to success makes a lasting and measurable impact on our campus community. A club advisor's main duty is to guide the students to achieve their definition of success and develop their leadership potential. An advisor acts in a variety of ways to assist their club. Advisors must keep in mind that healthy student organizations will determine what capacity they need their advisor to serve in and be responsive to those implicit and explicit cues. Some of the roles an advisor may assume include:

- **THE KNOW-IT-ALL:** Students must know that they can pick their advisor's brain when needed and that they will be given accurate information. Advisors must be well informed of college policies, processes, procedures, culture, and events.
- **THE PARENT:** Our student leaders need positive role models who follow through with promises and make responsible decisions. Of course, mistakes happen and the advisor must teach their students how to learn and grow from those mistakes.
- **THE CHEERLEADER:** Advisors should brag about their club and express a high regard for their students. The club will be more successful as you continue to encourage and motivate them.
- **THE LINK BETWEEN PAST AND PRESENT:** Club member turnover is high at community colleges, even from semester to semester. Leadership transitions can be difficult. Your incoming officers and members will need additional training and extra support. It is helpful to have advisors that have remained with the club over time and are familiar with both successful and unsuccessful past club efforts.
- **THE DEVIL'S ADVOCATE:** The advisor must ask critical questions. Not because the advisor distrusts their students, but to ensure they fully understand their decisions and the possible positive and negative repercussions from their decisions. Advisors are encouraged to guide students through critically examining decisions from every perspective.
- **THE COACH:** Advisors should accept that they contribute significantly to their club's success. The advisor will help teach and develop each students' individual skills to make them effective leaders and push them to stretch their boundaries when possible.

Feel free to contact the Campus Life and Leadership Coordinator with any questions or suggestions you have. We are always available to assist you and your club. Good luck, and have an excellent year!

## CLUB FINANCE & PURCHASING BASICS

Upon recognition by SGA, each new club will have a club fund created and receive an initial \$100.00 seed money deposit. The Campus Life and Leadership will contact the club advisor when the club budget is created.

Excluding SGA, all clubs are able to spend and donate their club funds at their own discretion as long as purchasing is within the guidelines set forth by the College. Purchasing policies can be reviewed at the following link: <https://www.eastcentral.edu/purchasing/>. To be good stewards of our community, please attempt to use local, in-district vendors whenever possible.

The advisor can requisition purchases and request checks through the College's ESM Solutions system or request purchases using the Campus Life and Leadership Coordinator's college procurement card. If your club needs to use the procurement card to make a purchase, the advisor must contact the Coordinator to request the card at least one week in advance.

Please note, if you plan on soliciting donations from local business, you must contact the Campus Life and Leadership Coordinator and complete the Donations Form prior to requesting donations so it can be approved by the ECC Foundation.

If you have any additional questions regarding club finances or purchasing, please contact the Campus Life and Leadership Office directly.



## NEW CLUB APPLICATION

This form is to be filled out and turned in to the Campus Life and Leadership Coordinator.

**DATE:** \_\_\_\_\_

**CLUB NAME:** \_\_\_\_\_

**CLUB MISSION STATEMENT:**

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**CLUB MEMBERSHIP REQUIREMENTS (not required):**

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**CLUB ADVISOR:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**CLUB PRESIDENT:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**OTHER CLUB OFFICERS' NAMES & TITLES**

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Is your club affiliated with or sponsored by an ECC or national/state academic program? If so, please specify and provide any related documentation.

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**Attach signatures of at least sixteen currently enrolled students who support this club, with at least five who plan to join as members.**

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Student Government Association President

\_\_\_\_\_  
Campus Life and Leadership Coordinator  
Signature

## CLUB SEED MONEY REQUIREMENTS

Itemized Seed Money Requirements: In order to receive seed money from the Student Government Association each semester, your club must meet the following requirements:

- \$25 - Hold a minimum of two (2) meetings per semester.
- \$25 - Maintain five (5) or more active members each semester.
- \$25 - Host at least one (1) social event/activity that is open to all students per semester.
- \$50 - Organize at least one (1) community service project per year. If not completed in the Fall semester, detailed plans for the community service project to be completed in the Spring must be submitted with seed money request form.
- \$50 - Participate in Falcon Fest each semester.
- \$25 - Send a club representative to the monthly SGA Club Council Meetings.

The Campus Life and Leadership Coordinator has the authority to monetarily incentivize participation in other events based on available funding. These will be announced to club advisors and club representatives by email (ex. Earth Day, Senior Success Day, Music Festivals, etc.).

Dollar amounts have been assigned to each seed money requirement. Using data recorded by the Campus Life and Leadership Office and the Student Government Association, club seed money may be reduced to proportionally represent the degree to which the seed money requirement was completed. For example, if there are five club council meetings, and there is one uncommunicated absence from a club, they will only receive 80% of the \$25.00 to represent the 4/5 meetings they provided representation at.

In order for the advisor to receive their end of the year stipend, their club must have received at least \$100 of the \$200 available for both semesters. In the event requirements were only met one semester, the Advisor will be awarded half the end of the year stipend (\$200/\$400). Advisor stipends are typically disbursed during the first June pay period.

This form is to be filled out and turned in to the Campus Life and Leadership Coordinator by the end of each semester.

DATE:

CLUB NAME: \_\_\_\_\_

SEMESTER (circle one):                      Fall                      Spring                      Year: \_\_\_\_\_

**CHECKLIST (with total itemized value):**

- ☐ Attach meeting minutes from at least two meetings. (\$25)
- ☐ Attach a club roster with five (5) or more active members. (\$25)
- ☐ Provide a detailed description of at least one social event/activity you hosted (\$25):

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- ☐ Provide a detailed description of at least one community service project you completed, or the project you have organized for the next semester (\$50):

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- ☐ Provide a detailed description of your club's involvement in Falcon Fest (\$50):

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- ☐ Send a club representative to SGA Club Council meetings the first Thursday of each month at 2:00 p.m. in HH 286. (\$25)

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Campus Life and Leadership Coordinator

\_\_\_\_\_  
Student Government President Signature

Your club seed money will be released once your request has been approved by both the Campus Life and Leadership Coordinator and the Student Government President (typically early June for Spring requests and late January for Fall requests).

## CLUB ADVISOR STIPEND APPLICATION

This form is to be filled out and turned in to the Campus Life and Leadership Coordinator by the end of each semester. Please note, to meet the \$400/year advisor stipend requirements your club must have been awarded at minimum \$100 of seed money both semesters. In the event requirements were only met one semester, you will be awarded half the end of the year stipend (\$200/\$400).

**DATE:** \_\_\_\_\_

**CLUB NAME:** \_\_\_\_\_

**ADVISOR NAME:** \_\_\_\_\_

**SEMESTER (circle one):** Fall      Spring      Year: \_\_\_\_\_

Provide a brief description of the events/programs your club has provided this semester:

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Provide a detailed description of your role as an advisor and what duties you performed this semester:

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\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Campus Life and Leadership  
Coordinator Signature

Your advisor stipend will be released once your request has been approved by the Campus Life and Leadership Coordinator. Advisor stipends are disbursed at the end of the Spring semester--typically in the first June pay period.

## CLUB EVENT REQUEST FORM

This form is to be filled out and turned in to the Campus Life and Leadership Coordinator at least two weeks in advance of the event date.

**TODAY'S DATE:** \_\_\_\_\_

**EVENT NAME:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_

**EVENT TIME:** Begins at \_\_\_\_\_ Ends at \_\_\_\_\_

**CLUB NAME:** \_\_\_\_\_

**CLUB REPRESENTATIVE MAKING REQUEST:** \_\_\_\_\_

**CLUB REPRESENTATIVE'S EMAIL/PHONE #:** \_\_\_\_\_

**DESIRED LOCATION OF EVENT:** \_\_\_\_\_

**EVENT DESCRIPTION (please note costs, audience, and the objectives of this event):**

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**SETUP/SPECIAL ARRANGMENTS:**

# of Tables: \_\_\_\_\_ # of Chairs: \_\_\_\_\_ Electricity: \_\_\_\_\_

Other: \_\_\_\_\_

**Is this event a fundraiser?**                      Y                      N

**Will you be soliciting donations for this event?**                      Y                      N

*Soliciting donations refers to approaching community members, businesses, or organizations to donate goods, services, or money to support the event. The donation form is not required for the on campus collection of monetary donations (i.e. charging \$1.00 for brownies at a bake sale) or on campus donation drives (i.e. diaper drive to benefit community organization).*

If you will be soliciting goods, services, or money from external stakeholders, please refer to the Donations Form on the following page.

SOLICITED

DONATIONS FORM

If you are soliciting donations for your event, please list all businesses on this form and turn in with your Club Event Request Form. Please list the name and location of the business as well as the item or monetary amount you are requesting.

CLUB EVENT: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

BUSINESS/ORGANIZATION NAME & LOCATION	DONATIONS REQUESTED

# HOLD HARMLESS FORM

The Club Event Hold Harmless Agreement must be signed by all participants who are participating in off-campus events or any club activity that poses a risk of harm to person or property, no exceptions. Always check with the Campus Life and Leadership Coordinator if you are unsure if your activity requires a Hold Harmless Agreement. This form must be returned to the Campus Life and Leadership Coordinator prior to the activity. The club advisor should also keep a copy of this form on file for at least one year from the date of the activity.

**CLUB EVENT:** \_\_\_\_\_ **EVENT DATE:** \_\_\_\_\_

The undersigned agree to assume the risk of all damage, loss, cost and expense, and further agree to indemnify and hold harmless East Central College, its officers, agents and employees from and against any and all liability damage, loss, cost and expense which may accrue or be sustained by the undersigned on account of any claim, suit or action made or brought against East Central College, its officers, agents or employees for the death of, sickness of or injury to persons or destruction of property involving the undersigned arising from any cause whatsoever or activity required by East Central College except negligence and willful misconduct of the officers, agents and employees of East Central College acting within the scope of their employment. The undersigned have read and understand this agreement. This agreement represents the full and complete understanding of the parties:

STUDENT NAME	STUDENT SIGNATURE	DATE
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## CLUB TRAVEL REQUEST APPLICATION

The Club Travel Request Form must be completed for any off-campus student trip under the auspices of East Central College. The form must be submitted by the club advisor to the Campus Life and Leadership Coordinator at least two weeks in advance of the planned activity.

**CLUB NAME:** \_\_\_\_\_

**CLUB ADVISOR:** \_\_\_\_\_

**TRIP DATE(S):** \_\_\_\_\_

**PURPOSE OF THE TRIP:** \_\_\_\_\_

\_\_\_\_\_

**TRANSPORTATION METHOD:** \_\_\_\_\_

**\* Attach a trip itinerary and include destination(s), arrival and departure times, etc.**

### **STUDENT RESPONSIBILITY:**

Students participating in a college-sponsored trip are individually responsible for making arrangements with instructors to make up missed class time and assignments. Students must fully adhere to the East Central College Student Conduct Code. Students that choose to participate in activities or travel to locations not included on the trip itinerary assume the risk of all damage, loss, cost and expense, and further agree to indemnify and hold harmless East Central College.

### **ADVISOR RESPONSIBILITY:**

The advisor must be a college employee and is responsible to supervise students participating in the trip and their adherence to the East Central College Student Conduct Code.

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus Life and Leadership Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Student Development Signature

\_\_\_\_\_  
Date



## CLUB TRAVEL EMERGENCY CONTACT FORM

The Club Travel Emergency Contact Form must be completed for any off-campus student trip under the auspices of East Central College. The form must be submitted by the club advisor to the Campus Life and Leadership Coordinator. The club advisor should also keep an additional copy of this form with him or her at all times during the trip in case of emergency.

CLUB NAME: \_\_\_\_\_

CLUB ADVISOR: \_\_\_\_\_

TRIP DATE(S): \_\_\_\_\_

STUDENT NAME	EMERGENCY CONTACT NAME/#	RELATION TO STUDENT
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## CLUB INACTIVE STATUS OR DISSOLUTION FORM

The Inactive Status or Dissolution Form can only be filed by the advisor of the club. Advisors may choose to file for inactive status for up to three consecutive semesters. For sustained inactivity, please resubmit a new form each semester. After three semesters of inactivity the club must either reactivate or disband. Reasons to file for inactive status include low membership, difficult leadership transitions, the advisor is going on an extended leave and cannot find a replacement, among other challenging circumstances determined by the advisor. Filing for inactivity will communicate to SGA and the Campus Life and Leadership Coordinator that the club is not currently active, but may reactivate in the near future. Filing inactive forms also protects the club's account funds from being returned back to the SGA club fund.

The advisor may also choose to dissolve the organization for any number of reasons. If there are still students wanting to participate, but the advisor is unable to continue as the club's advisor, please refrain from filing for dissolution and contact the Campus Life and Leadership Coordinator to request the recruitment of a new advisor. Dissolution will cause any leftover balance in the club account to return to the SGA club fund, remove advisor and club information from student involvement marketing and brochures, and remove the club's information from the East Central website.

If there is no club activity, no communication from an advisor, and no paperwork filed on behalf of a club for two consecutive semesters, SGA has the authority to formally dissolve the club.

**CLUB NAME:** \_\_\_\_\_

**ADVISOR NAME:** \_\_\_\_\_

**SEMESTER & YEAR:** \_\_\_\_\_

**FILING FOR:**                      Inactive Status                      Dissolution

If filing for inactive status, this is my \_\_\_\_\_ semester filing for inactivity.

- a. First
- b. Second
- c. Third

**Brief explanation for decision:**

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\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Campus Life and Leadership Coordinator  
Signature

\_\_\_\_\_  
Student Government President Signature

## CHANGE OF CLUB ADVISOR REQUEST FORM

Student Clubs and Organizations are permitted to request an advisor change. This form must be completed by a current officer of the club. Fill out this form and collect the signatures of the Club President, outgoing Club Advisor, and incoming Club Advisor. Return the completed form to the Campus Life and Leadership Coordinator. The Coordinator will finalize the advisor change and notify the students and advisors involved via email when the process is complete.

**CLUB NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NAME OF STUDENT FILING REQUEST:** \_\_\_\_\_

**Student email:** \_\_\_\_\_

**Student phone:** \_\_\_\_\_

**What is your current position in the club?** \_\_\_\_\_

**OUTGOING ADVISOR NAME:** \_\_\_\_\_

**When did you become the advisor of this club?** \_\_\_\_\_

**INCOMING ADVISOR NAME:** \_\_\_\_\_

**Please provide a brief summary of why your club or organization is requesting this change:**

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\_\_\_\_\_  
Club President Signature and Date

\_\_\_\_\_  
Outgoing Advisor Signature and Date

\_\_\_\_\_  
Campus Life and Leadership  
Coordinator Signature and Date

\_\_\_\_\_  
Incoming Advisor Signature and Date

